

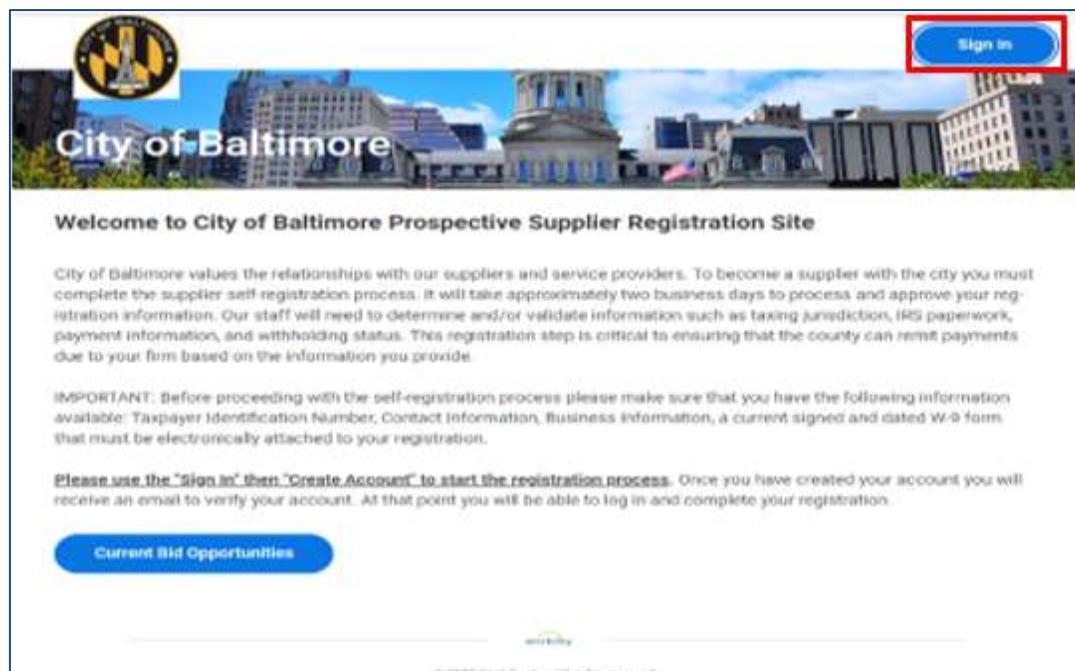
OBJECTIVE

Use the steps below to register for the Self-Service Supplier Portal. As a Supplier, the Workday Self-Service Supplier Portal allows you to view and create invoices from purchase orders, access payment and remittance advice information, maintain master data such as contact info, addresses, and bank accounts, and respond to requests for quotes (RFQ).

REGISTER FOR SELF-SERVICE SUPPLIER PORTAL

If you are a Prospective Supplier and not have not already registered to receive access to the Self-Service Supplier Portal, follow the steps below.

1. Visit the [Doing Business with the City](#) website.
2. Once the website opens, click the **Register Here** hyperlink.
3. You will be directed to the City of Baltimore Prospective Supplier Registration Site.
4. Click **Sign In** to begin the registration process.



Welcome to City of Baltimore Prospective Supplier Registration Site

City of Baltimore values the relationships with our suppliers and service providers. To become a supplier with the city you must complete the supplier self-registration process. It will take approximately two business days to process and approve your registration information. Our staff will need to determine and/or validate information such as taxing jurisdiction, IRS paperwork, payment information, and withholding status. This registration step is critical to ensuring that the county can remit payments due to your firm based on the information you provide.

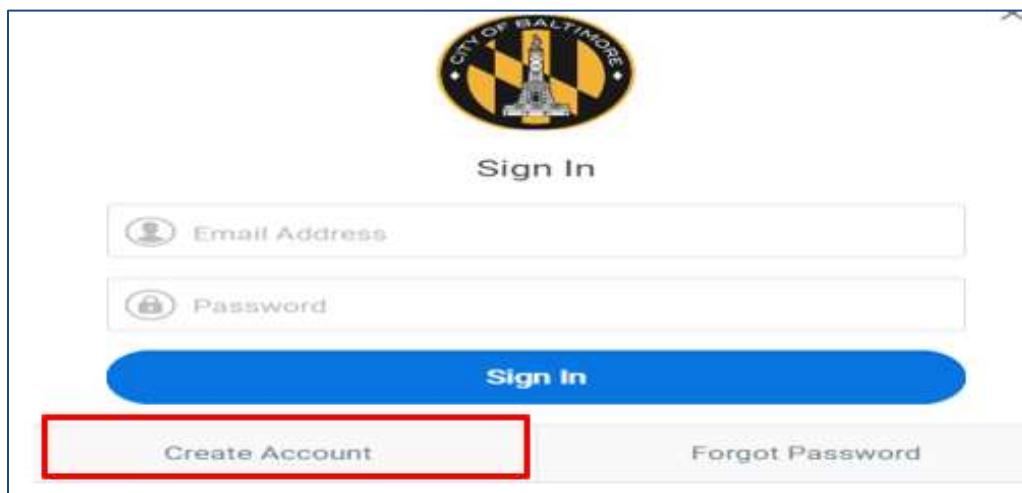
IMPORTANT: Before proceeding with the self-registration process please make sure that you have the following information available: Taxpayer Identification Number, Contact Information, Business Information, a current signed and dated W-9 form that must be electronically attached to your registration.

Please use the "Sign In" then "Create Account" to start the registration process. Once you have created your account you will receive an email to verify your account. At that point you will be able to log in and complete your registration.

Current Bid Opportunities

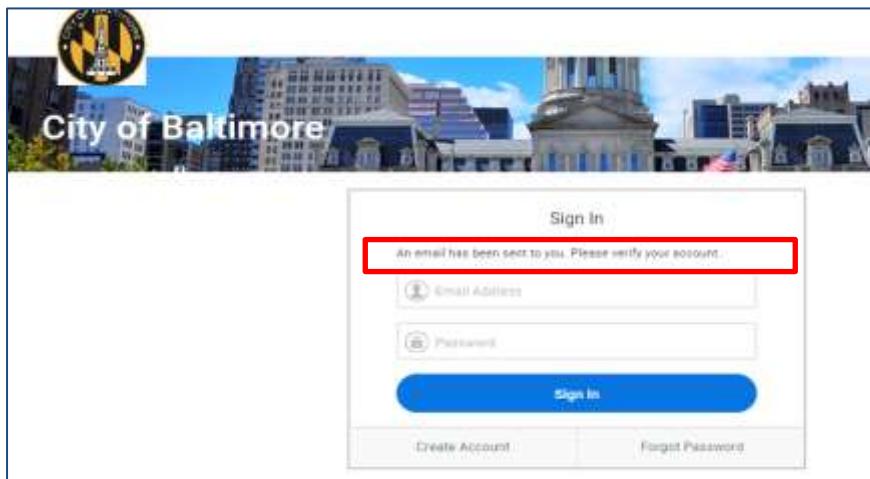
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5. Select **Create Account**.



The screenshot shows the City of Baltimore's sign-in page. At the top is the city's logo. Below it is a 'Sign In' button. Underneath are two input fields: 'Email Address' and 'Password', each with a corresponding icon (user and lock). Below these is a large blue 'Sign In' button. At the bottom are two links: 'Create Account' (which is highlighted with a red box) and 'Forgot Password'.

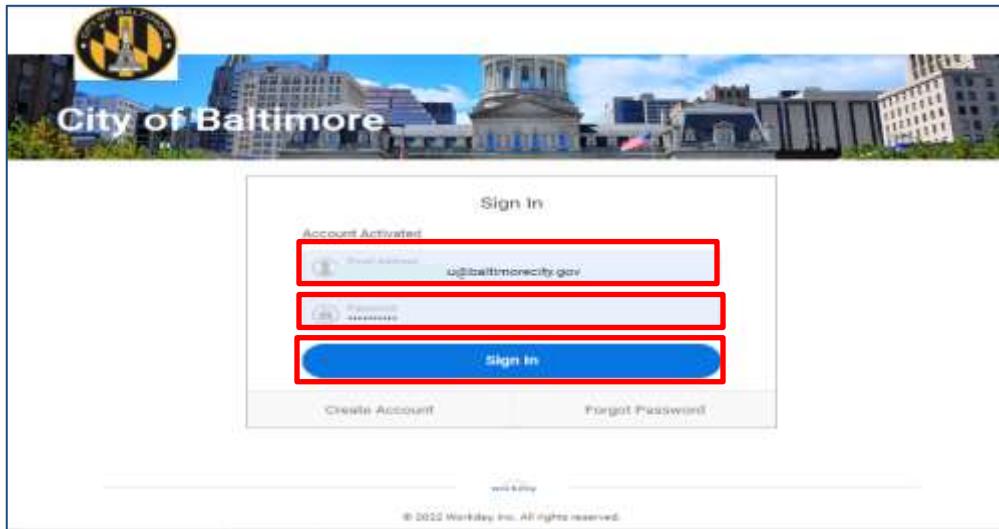
6. Enter your **Email Address**.
7. Create a **Password**.
8. Verify the **New Password** by entering it again.
9. Click **Create Account**.



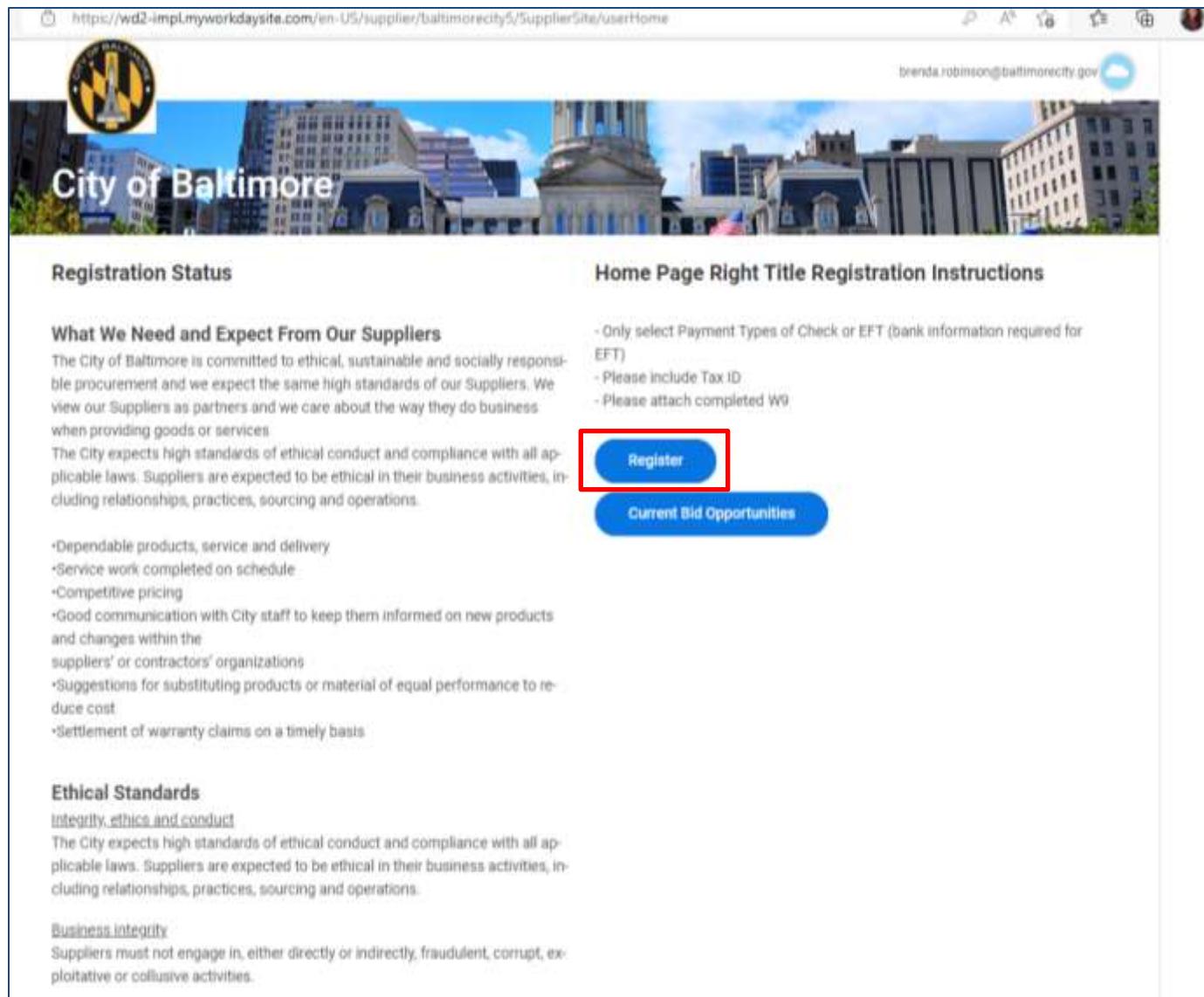
The screenshot shows the City of Baltimore's sign-in page after account creation. The top features the city's logo and a banner with the text 'City of Baltimore' and a cityscape image. Below is the sign-in form. A message 'An email has been sent to you. Please verify your account.' is displayed in a red box above the 'Email Address' and 'Password' input fields. The 'Sign In' button is below the inputs, and 'Create Account' and 'Forgot Password' links are at the bottom.

Result: Workday will send a verification email to your mailbox. Check your spam and junk folders if you don't receive anything.

10. Open the verification email sent by baltimorecity@myworkday.com.
11. Click on the **verification link**. The link will return you to the Prospective Supplier Registration Site sign in page.
12. Click **Sign in**.



13. Read the information on the page. Click **Register**.



https://wd2-impl.myworkdaysite.com/en-US/Supplier/baltimorecity5/SupplierSite/userHome

City of Baltimore

Registration Status

What We Need and Expect From Our Suppliers

The City of Baltimore is committed to ethical, sustainable and socially responsible procurement and we expect the same high standards of our Suppliers. We view our Suppliers as partners and we care about the way they do business when providing goods or services.

The City expects high standards of ethical conduct and compliance with all applicable laws. Suppliers are expected to be ethical in their business activities, including relationships, practices, sourcing and operations.

- Dependable products, service and delivery
- Service work completed on schedule
- Competitive pricing
- Good communication with City staff to keep them informed on new products and changes within the suppliers' or contractors' organizations
- Suggestions for substituting products or material of equal performance to reduce cost
- Settlement of warranty claims on a timely basis

Ethical Standards

Integrity, ethics and conduct

The City expects high standards of ethical conduct and compliance with all applicable laws. Suppliers are expected to be ethical in their business activities, including relationships, practices, sourcing and operations.

Business integrity

Suppliers must not engage in, either directly or indirectly, fraudulent, corrupt, exploitative or collusive activities.

Home Page Right Title Registration Instructions

- Only select Payment Types of Check or EFT (bank information required for EFT)
- Please include Tax ID
- Please attach completed W9

Register

Current Bid Opportunities

14. The Business Information page will appear where you will enter information on your:

15. Business Details

a. Business Name

b. Supplier Category**c. Supplier Group:** Complete this field if subrecipient**d. Tax ID number**

brenda.robinson@baltimorecity.gov 



City of Baltimore

Business Information

Business Details

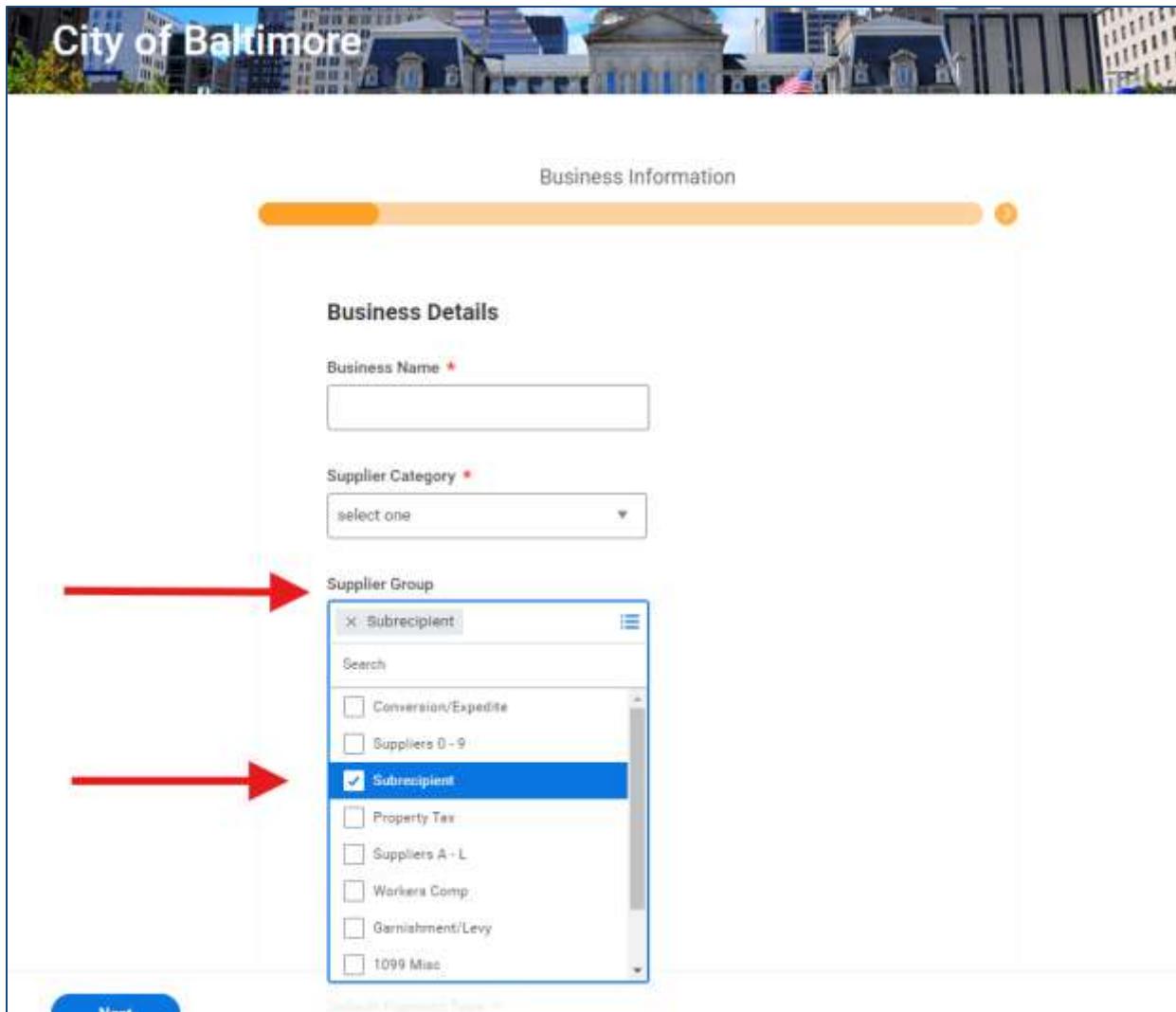
Business Name *

Supplier Category *

Limited Liability Company (LLC)

Supplier Group

Tax ID *



Business Information

Business Details

Business Name *

Supplier Category *

select one

Supplier Group

X Subrecipient

Search

Conversion/Expedite

Suppliers D - 9

Subrecipient

Property Tax

Suppliers A - L

Workers Comp

Garnishment/Levy

1099 Misc

Next

16. Payment Types

- a. Select Accepted Payment Types (Check or EFT are the only accepted payment types).
- b. Select Default Payment Type.

Payment Types

Accepted Payment Types *

 Check ⋮

Default Payment Type *

 Check ▼

17. Currencies

- a. Select **Accepted Currencies** (We only accept USD).
- b. Select **Default Currency**.

Currencies

Note: If you do not want to accept all currencies, then you must select a list of accepted currencies.

Accept All Currencies

Accepted Currencies USD ⋮

Default Currency USD ▼

18. Business Contact Details

- a. Select the **Add Primary Phone Number** checkbox
- b. Select the **Country Phone Code**

- c. Enter the **Area Code**
- d. Enter the **Phone Number**
- e. Select **Phone Device** type
- f. Enter **Email Address**

Business Contact Details

Add Primary Phone

Country Phone Code *****
United States of America (+1)

Area Code
301

Phone Number *****
4000000

Phone Device *****
Office - Main

Add Additional Phone

Email Address *****
test@supplier.com

Website URL

19. Remit-To Address

- a. Select **Country**

- b. Enter Address Line 1**
- c. Enter City**
- d. Select State**
- e. Enter Postal Code**

Remit-To Address

Country *
United States of America

Address Line 1 *
123 Hyattsville St

City *
Hyattsville

State *
Maryland

Postal Code *
20782

20. Mailing Address

- a. Select Country**
- b. Enter Address Line 1**
- c. Enter City**
- d. Select State**
- e. Enter Postal Code**

Mailing Address

Country
United States of America

Address Line 1 *
123 Hyattsville St

City *
Hyattsville

State *
Maryland

Postal Code *
20782



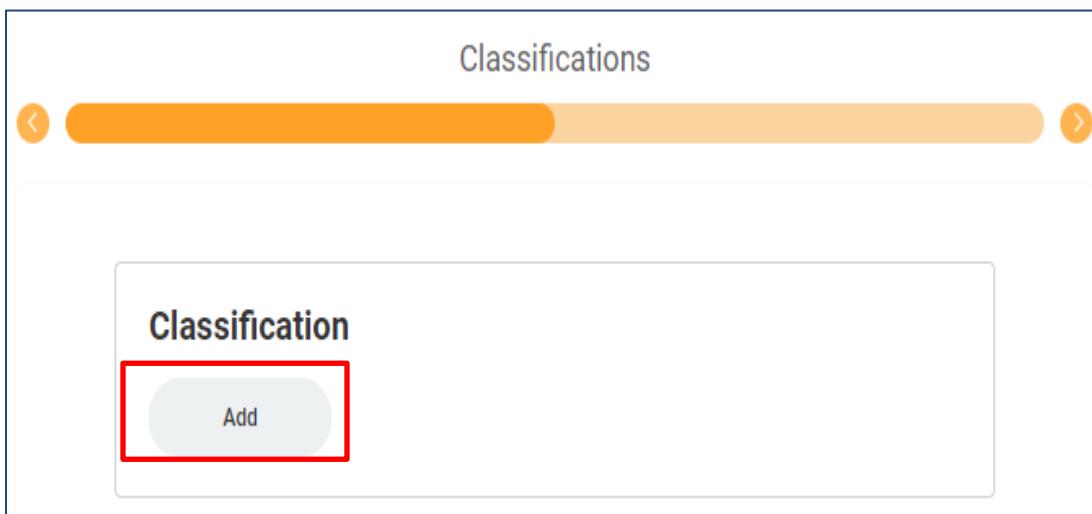
Note: All fields marked with a red asterisk * are REQUIRED and must have information in them or you will not be able to proceed.

21. Click the **Next** button at the bottom left corner to continue to the next page.

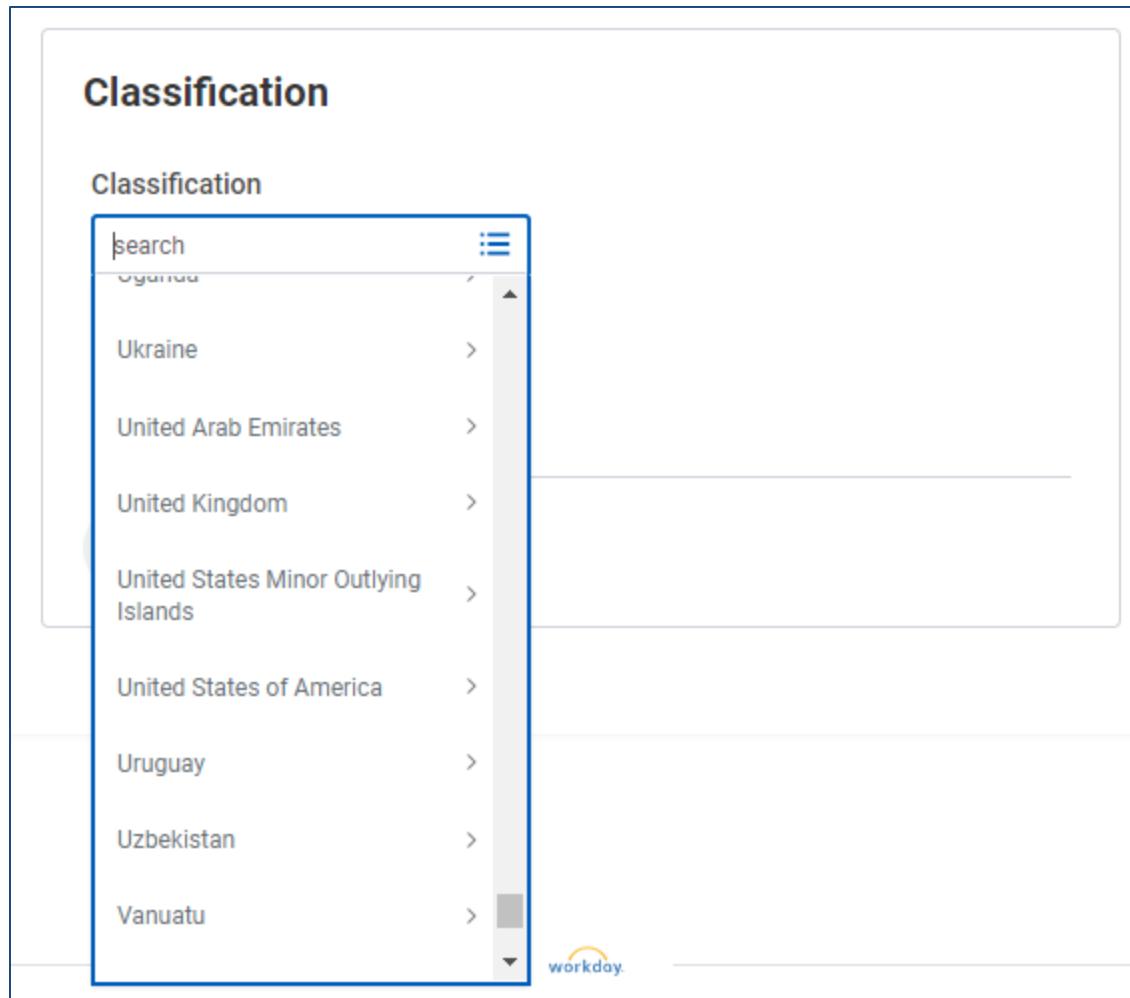
22. The Goods and Services page opens. Select the **Spend Category Hierarchies**. The Spend Category is used to identify what goods/services a supplier provides.



23. Click the **Next** button at the bottom left corner to continue to the next page.
24. The Classifications page opens. Click **Add** to add your Classification.



25. Open the search prompt to find your classification.
26. Select the **Country**.



Classification

search

Organizations

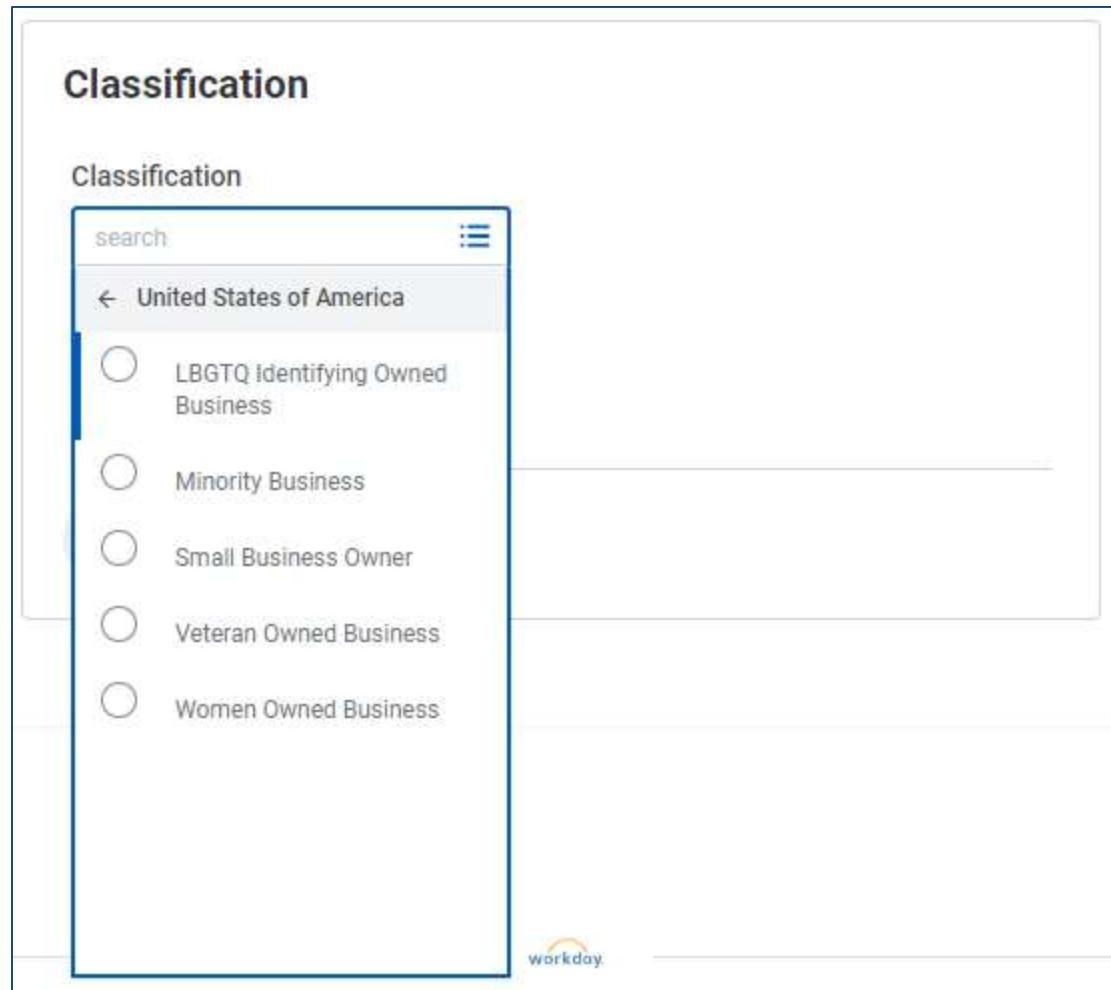
- Ukraine >
- United Arab Emirates >
- United Kingdom >
- United States Minor Outlying Islands >
- United States of America >
- Uruguay >
- Uzbekistan >
- Vanuatu >

workday

27. Once you have selected the Country, a list of classifications will appear. Choose your **Classification**.

Classification

Classification



← United States of America

- LGBTQ Identifying Owned Business
- Minority Business
- Small Business Owner
- Veteran Owned Business
- Women Owned Business

workday

28. Now enter in your Classification information:

- a. Enter the **Certification Number**
- b. Enter the **Certification Expiration Date**
- c. Add an **Attachment**
 - i. Click **Select Files**
 - ii. Select your **Certification**
 - iii. Click **Open** to add it

Classification

Classification

Attachment(s)

Drop file here
or

Certification Number *

Certification Expiration Date *

29. Once you have completed the steps above, your screen should look like this:

Classification

Classification

Attachment(s)

 Certification.docx
✓ Successfully Uploaded!

Certification Number *
123456789

Certification Expiration Date *
07/20/2023



Note: All fields marked with a red asterisk ***** are REQUIRED and must have information in them or you will not be able to proceed.

30. Click the  button at the bottom left corner to continue to the next page.

31. The Contact Information page appears.

32. Legal Name:

- a. Select the **Country**
- b. Enter **First Name**
- c. Enter Last Name

Contact Information

Legal Name

Country *

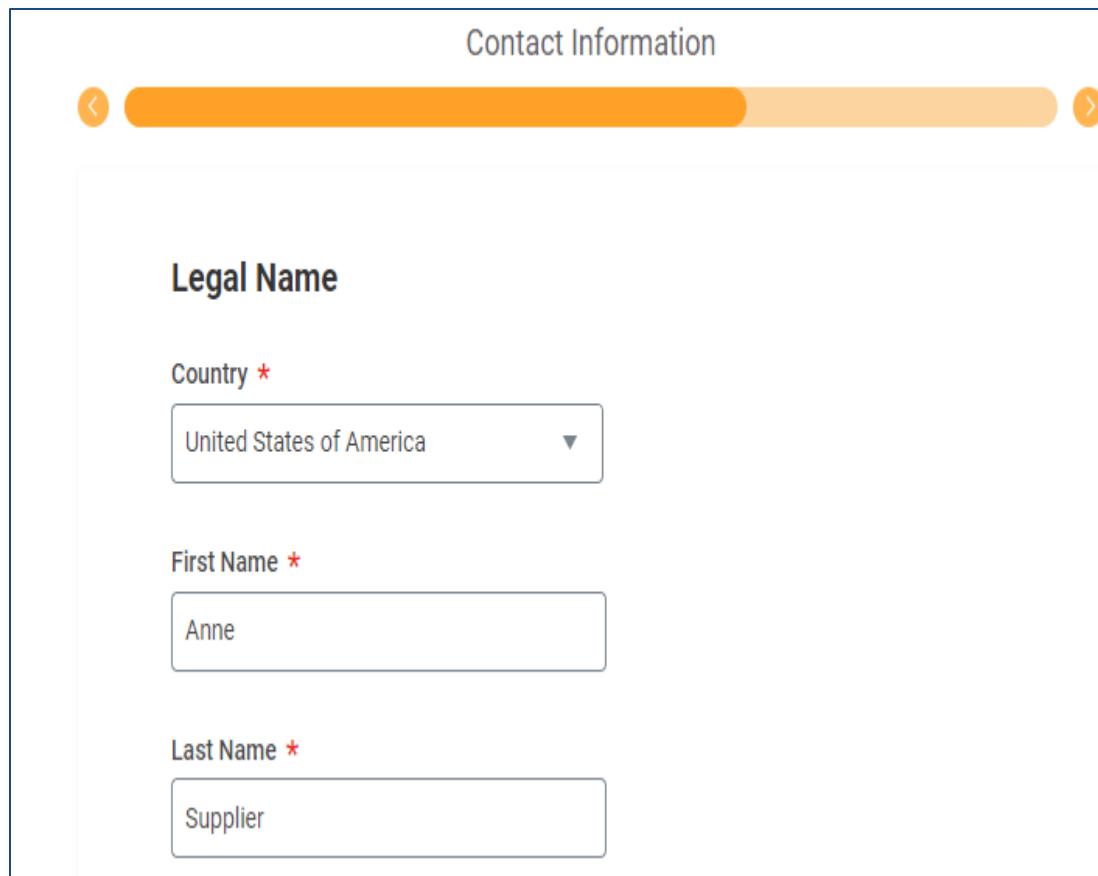
United States of America ▾

First Name *

Anne

Last Name *

Supplier



33. Phone Information

- a. Check the **Add Primary Phone** box
- b. Select **Country Phone Code**
- c. Enter **Area Code**
- d. Enter **Phone Number**
- e. Select **Phone Device** type
- f. Enter **Email Address**

Add Primary Phone

Country Phone Code *

United States of America (+1) ▾

Area Code

202

Phone Number *

40000000

Phone Device *

Mobile - Work ▾

Email Address *

test@supplier.com

34. Mailing Address

- a. Select **Country**
- b. Enter **Address Line 1**
- c. Select **City**
- d. Select **State**
- e. Enter **Postal Code**

Mailing Address

Country
United States of America

Address Line 1 *
123 Hyattsville St

City *
Hyattsville

State *
Maryland

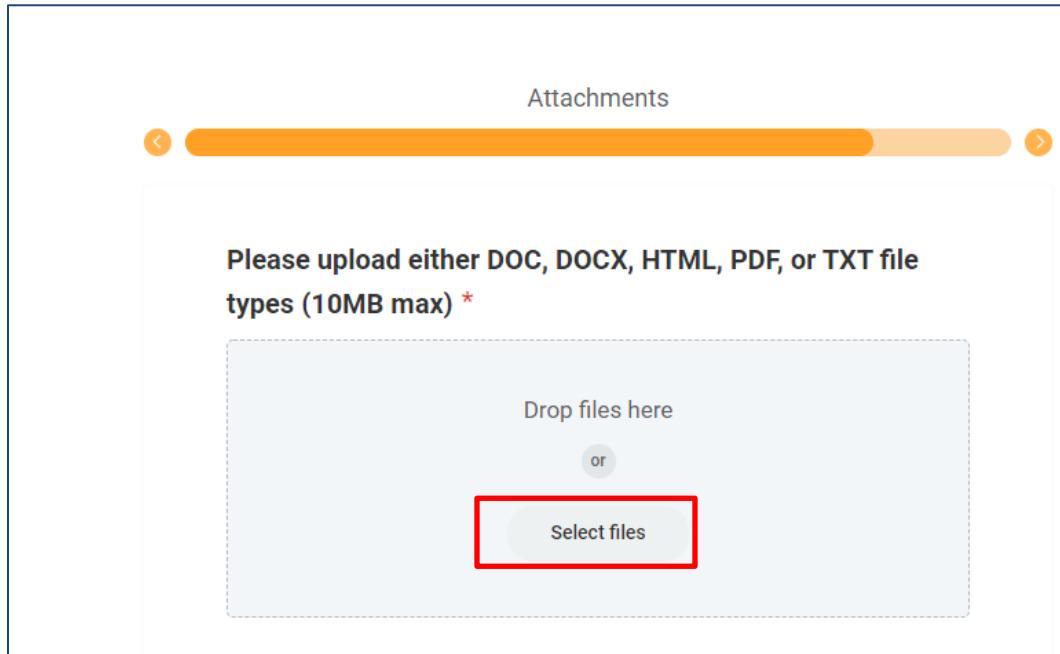
Postal Code *
20782



Note: All fields marked with a red asterisk ***** are REQUIRED and must have information in them or you will not be able to proceed.

Next

35. Click the **Next** button at the bottom left corner to continue to the next page.
36. The Attachments page will appear you will attach your documentation.
37. Click **Select Files** to add your attachment(s).



Note: Prospective Suppliers are required to submit a current, completed and signed Form W-9, Request for Taxpayer Identification Number, and Certification with their registration. Suppliers may also submit any other documentation that will support their registration and request to do business with the City of Baltimore.

38. Click **Upload** to attach additional documentation

Attachments

Please upload either DOC, DOCX, HTML, PDF, or TXT file types (10MB max) *

 Certification.docx
✓ Successfully Uploaded!





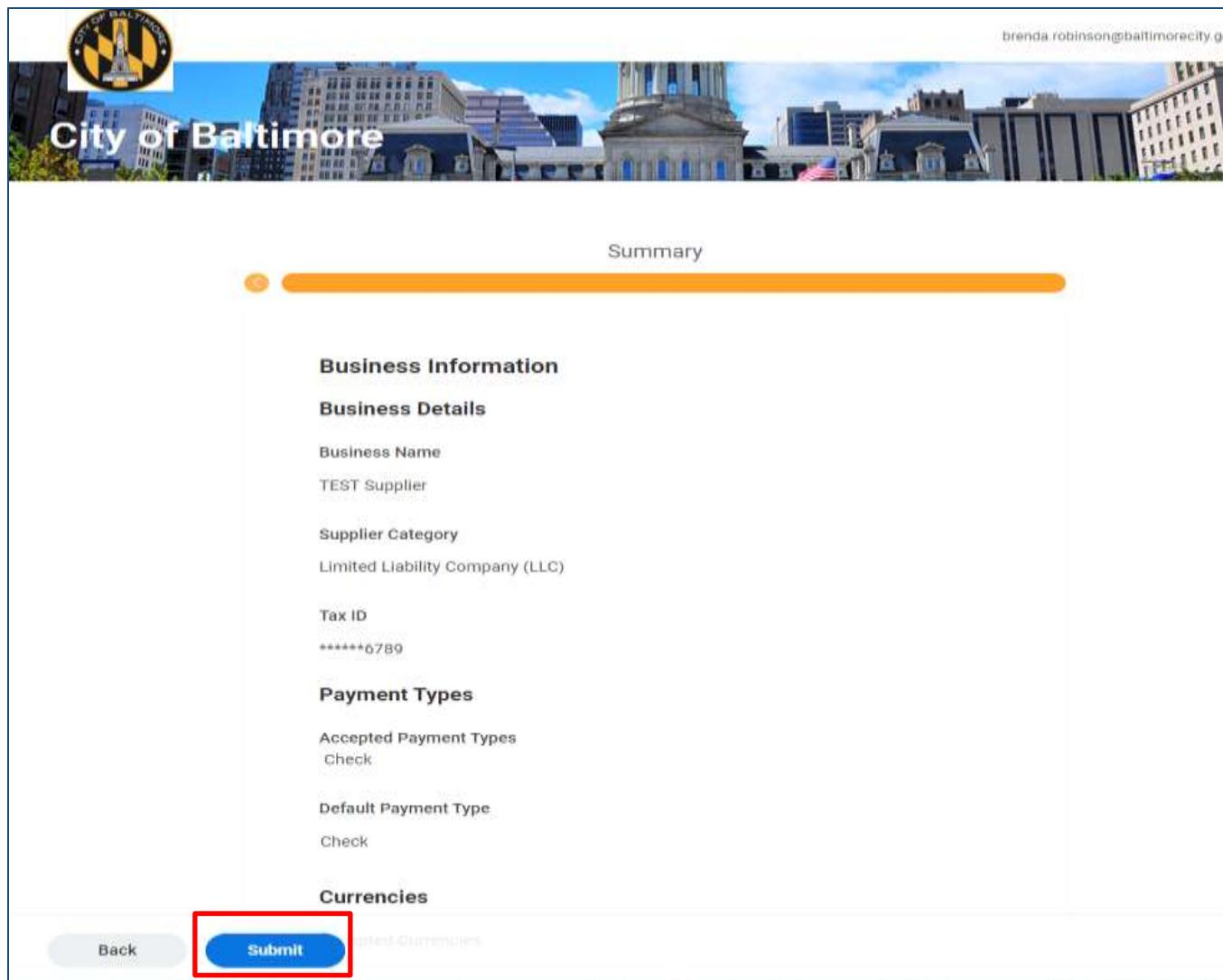


Note: All fields marked with a red asterisk  are REQUIRED and must have information in them or you will not be able to proceed.

39. Click the  button at the bottom left corner to continue to the next page.

40. The Summary page will open. Review the information carefully. If you notice a mistake and need to go back and fix it, hit the Back button.

41. If everything looks good and you are ready to submit your application for review, click .



The screenshot shows a registration form for the City of Baltimore. At the top, there is a logo of the City of Baltimore and an email address: brenda.robinson@baltimorecity.gov. The page has a header "City of Baltimore" and a "Summary" section. Below the summary, there are sections for "Business Information", "Business Details", "Supplier Category", "Tax ID", "Payment Types", and "Currencies". The "Submit" button is highlighted with a red box. The "Currencies" section is partially visible at the bottom.

Business Information

Business Details

Business Name
TEST Supplier

Supplier Category
Limited Liability Company (LLC)

Tax ID
*****6789

Payment Types

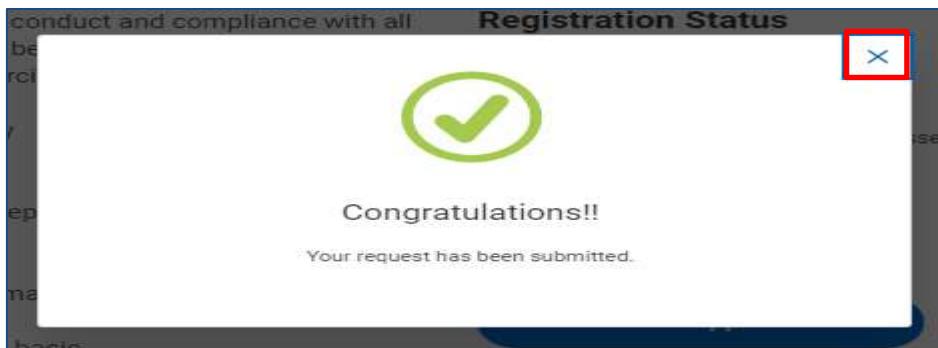
Accepted Payment Types
Check

Default Payment Type
Check

Currencies

Back Submit Currencies

42. You'll receive a message stating that your application has been submitted
43. Click the X on the message to go back to the Registration Status page.



44. Review your Registration Status. Your registration status should say “In Progress”.

Registration Status

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- Dependable products, service and delivery
- Service work completed on schedule
- Competitive pricing
- Good communication with City staff to keep them informed on new products and changes within the suppliers' or contractors' organizations
- Suggestions for substituting products or material of equal performance to reduce cost
- Settlement of warranty claims on a timely basis

Home Page Right Title Registration Instructions

- Only select Payment Types of Check or EFT (bank information required for EFT)
- Please include Tax ID
- Please attach completed W9

Registration Status

● **In Progress**

Your application is currently being processed. We will update the status when your application is approved or denied.

[View Application](#)

[Current Bid Opportunities](#)

NEXT STEPS

Within 48 hours, return to the [Prospective Supplier Registration site](#) to review the Registration Status to see if your application was sent back or denied due to missing information.

A city representative will review the request. Upon approval of the request, your Workday Supplier portal account will be created, and Workday will send two emails, one with your username (email address) and a temporary password, and another with a link to the [Self-Service Supplier Portal](#).



Note: The Username and Password will be different from the one you created and used to register for access to the Supplier Portal.